



Special Event Permit Application - Department of Public Works

Please type or print in black ink; this form will be reproduced.

After completing please return to the Special Event Permit Office, 841 N. Broadway, Rm. 516, Milwaukee, WI 53202.
Fax: (414) 286-3953 Telephone: (414) 286-3329

EVENT NAME _____

Date of Event _____ **Time of set-up/street close** _____ **Start/End** _____

Type of Event: ☐ Walk/Run ☐ Rally ☐ Parade ☐ Photo Shoot ☐ Other (explain below): _____

Event Requires Street Closure: ☐ Yes ☐ No **Estimated Number of Participants** _____

Purpose of Event _____

PERMIT APPLICANT-Name of Organizational Sponsor _____

Name of Individual Contact _____

Address _____ **City/Zip** _____

Daytime Phone _____ **Evening Phone** _____ **Fax Number** _____

Name of Alternate Individual Contact _____

Address _____ **City/Zip** _____

Daytime Phone _____ **Evening Phone** _____ **Fax Number** _____

Contact on Day of Event (name and cellular phone number, if available) _____

Location or route of event: By ordinance, permit applications for special events, including repeat annual events, featuring foot or bicycle races, runs, rides or parades must include a map of the proposed route for approval by the Police Department and Department of Public Works.

☐ **If you would like to have parking meters hooded, please list the number that appears on each meter** _____

This permit includes the following provisions to which applicant agrees by signature on page 2:

1. Apply for a permit as soon as event planning begins; at least 30 days prior to the event. Downtown events require 60 days advance application. Permits from the City Clerk License Division require 60 days because they require Common Council approval.
2. For first-time or very large events, the alderperson may require the applicant to obtain signatures of consent from individuals who would be affected by the event and to distribute informational flyers to those living and/or working in the area.
☐ We have notified neighbors and businesses in the area affected. A copy of the notice is attached.
3. Proposed routes may be altered at the discretion of the Police Department and the Department of Public Works. Special Event Permit office staff will work with the applicant to select an alternate route.

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4. Fees vary with the size and nature of the event and equipment and services requested. The Police Department determines the classification of events - A, B, C, or D - according to the number of police service hours required. By ordinance, applicants for Class A, B and C events must furnish with the application fee an original certificate of insurance which provides minimum combined single limits for bodily injury and property damage of \$1,000,000, naming the City of Milwaukee as additional insured. A complete copy of the ordinance is available from the Special Event Permit Office. Private businesses and non-profit organizations, including churches, are charged event fees. By ordinance, fees are due within five days after the application has been approved by the Department of Public Works, the Milwaukee Police Department and the local alderperson. Fees are payable by cash or check made payable to "City of Milwaukee."
5. The permit holder is responsible for any damage to plantings, grass and irrigation systems on city boulevards and greenspaces. A deposit of \$500 for the use of each stretch of boulevard and/or greenspace is required prior to issuance of the permit. An additional deposit may be required for trees. Permit holder is responsible for cleanup of garbage and litter generated by the event.
6. Your permit will be mailed to you after the Permit Office has received your payment, or if there is no fee, after the application is processed. Or, you may arrange to pick up the permit at the office.

Other permits may be necessary for your event:

If you plan to sell food, have live animals or live music, contact the Health Department at 286-3674.

If you plan to sell alcoholic beverages or non-food items, such as T-shirts; or if you will have carnival rides, contact the City Clerk's License Division at 286-2238.

Permits for tents larger than 600 square feet, bleachers, fireworks, carnival rides and use of LP gas are issued by the Department of City Development, 286-8210.

For information about using electrical power at your event, call the Department of Neighborhood Services, 286-2522.

To make a water supply or sewer connection, call the Department of City Development at 286-8208.

The Milwaukee County Special Events Office, 257-4503, issues permits for the use of county parks and recreational facilities.

Note (Please read before signing): This permit is subject to the Milwaukee Code of Ordinances, the City Charter and all rules and regulations governing street rights-of-way. The applicant agrees to indemnify and save harmless the City from and against all liabilities, claims, demands, judgements, losses and all suits at law or in equity, cost and expenses, including reasonable attorney fees, for injury or death of any person or loss or damage to the property of any person, firm, organization or corporation, including both parties hereto and their employees, arising from the holding of such special event. The applicant agrees that during the use of the public area, the sponsoring organization will not exclude any person from participation in, deny anyone the benefits of, or otherwise subject anyone to discrimination because of race, color, national origin or handicap.

Applicant's signature (permittee)

Date

Aldermanic Approval(s)

Date

For DPW use
Equipment:

Fee:

Application

received

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Distribution:

MPD _____

Traffic Engineering _____

Sanitation _____

Common Council

Classification _____

Fee \$ _____

Public Works Approval

app-se (10/02)

TOTAL \$ _____

Date _____